

## Home of Record Separations

### United States Army

Extensions of travel and transportation entitlements for a separated soldier, the ITO/TMF/TOs have authority to approve Army extension request. The procedures for the approval of these extensions vary between Army Major Commands. Contact the responsible MACOM for your state for guidance. (DA Wash DC message R222249Z May 95)

### United States Navy

Extensions of travel and transportation entitlements for a separated sailor, the ITO/TMF/TOs have authority to approve Navy extension request. (NAVSUP 490, Revision 4, Para N5360 and COMNAVSUPSYSCOM Message 050501Z Sep 95)

**Note:** The Navy has the NAVSUP Household Goods Helpline to assist with entitlement questions. Their number is 1-800-444-7789 and E-mail address is [nvtrnshghhelpline@navy.mil](mailto:nvtrnshghhelpline@navy.mil).

### United States Marine Corps

Extensions of travel and transportation entitlements for a separated Marine, approval authority has been delegated to the ITO/TMF/TOs for the first request. The second request must be forwarded to one of the following addresses:

Commandant of the Marine Corps (LFT-4)  
Headquarters, U. S. Marine Corps  
2 Navy Annex  
Washington DC 20380-1775  
Telephone: DSN:225-7762/5  
Comm: (703)695-7762/5

### United States Air Force

This section will explain how to request an extension of travel and transportation entitlements for former *Air Force* members that upon separation were authorized to travel to their *Home of Record (HOR)* or *Place of Entry on Active Duty or Enlistment (PLEAD)*.

*Director, JPPSO-San Antonio* and *Installation Commander (for member's undergoing court-martial proceedings)* have authority to approve HOR and PLEAD extensions.

JPPSO-San Antonio Home of Record extension approval criteria are:

- **bonafide hardship that would be created by compliance with the 180 day basic entitlement**
- **joint spouse members serving different tour lengths who have met the intent of DOD assignment policy, waiting for spouse to PCS or separate (open-ended requests, i.e. until my spouse's DEROS, separates, retires, transfers, etc, will be returned without action).**
- **specific hardship situations not normally faced by members in similar situations**
- **education, training or medical reasons for the separated member**

*JPPSO-San Antonio's authority is derived from the Joint Federal Travel Regulations, Volume 1, Paragraphs U-*

5125-D, U-5225-G, and U-5360-G, AF Sup/JFTR, JTR, Paragraph 3.5.6.

A letter from the member formally requesting the extension is required. The letter should state why an extension is needed and for how long. Members should provide their mailing address and phone number. A fax number or e-mail address is optional, but can expedite the process if additional information is needed. Also, verification of the member's situation is required. For example, the member is requesting an extension because of hospitalization or medical treatment; a letter from the physician or hospital administrator is required. The letter should indicate the medical hardship the member is incurring, whether treatment is readily available elsewhere, how long the treatment is expected to last, and whether travel would be detrimental to the member's health. A copy of the separation order (AF Form 100) is also required. **Please do not send a DD Form 214.**

***Request for extension should be forwarded to:***

JPPSO-SAT/ECAF-B  
613 Northwest Loop 410, Suite 400  
San Antonio TX 78216-5518  
Telephone: DSN: 954-4200, Ext 5977/5980  
Comm: (210) 321-4200, Ext 5977/5980  
Toll Free: 1-800-599-7709, Ext 5977/5980  
Fax: DSN: 487-88996  
Fax: Comm: (210) 652-8896  
E-Mail: [hqppa.ecaf-ext@randolph.af.mil](mailto:hqppa.ecaf-ext@randolph.af.mil)

***Installation Commanders<sup>1,2</sup>*** are responsible for Home of Record Separations when the member is with dependents, stationed in CONUS, and incident to a court-martial sentence or administrative discharge under other than honorable conditions. Their authority is derived from the Joint Federal Travel Regulations, Volume 1, paragraphs U-5240-F, U-5370-H, and SAF/MIM delegation of authority letter, dated 27 Mar 96.

When the member is authorized to travel to his/her home of record and he/she have been sentenced by a court-martial to:

- **be confined for a period of more than 30 days,**
- **receive a dishonorable or bad-conduct discharge,**
- **be dismissed from a uniform service, or**
- **receive an administrative discharge under other than honorable conditions, the installation commander at which the member was stationed at the time of the court-martial sentencing or administrative discharge is the approval authority for extension of travel and transportation entitlements.**

**Note 1:** The initial period of dependent travel and/or shipment of personal property is 180 days from the:

- **date the court-martial sentence was approved and ordered executed, or**
- **date of administrative discharge under other than honorable conditions.**

**Note 2:** The Installation Commander is also responsible for

- **authorizing the travel of dependents and/or shipment of personal property,**
- **and determining the authorized destination of dependent travel and/or shipment of personal property.**